

## **COMPLAINT FORM INSTRUCTIONS**

Enclosed you will find a "Complaint Form" which must be completed in order to file a complaint with the Arkansas Contractors Licensing Board. BEFORE completing the same please understand the following:

1. The Board **does not** function as a "dispute resolution" board. The purpose of the Board is effectively deal with issues effecting the licensure of Contractors. The Board can not possibly resolve contractual disputes between owners and contractors or between contractors and sub-contractors, etc.

2. Similarly, the Board is not a code enforcement agency. While faulty or deficient work, in certain circumstances, can result in a violation of the contractors licensing law, as a rule, code violations are not issues that can be addressed by the Board.

3. If you choose to file a complaint, the complaint WILL BE SENT TO THE CONTRACTOR against whom the complaint is made. The contractor will be given a chance to respond to the complaint. That response will in turn be sent to you.

If you have any questions, please feel free to contact us and we will be happy to be of assistance.



State  
of  
Arkansas

## CONTRACTORS LICENSING BOARD

ID # \_\_\_\_\_

### COMPLAINT FORM

Contractors Licensing Board  
4100 Richards Road  
North Little Rock, AR 72117

Date of Complaint: \_\_\_\_\_ Complaint # \_\_\_\_\_

*Office use only*

### *Information About Complaint*

Individuals name doing the work: \_\_\_\_\_

Company name doing the work: \_\_\_\_\_

Address of Contractor doing the work: \_\_\_\_\_

Phone Number of Contractor doing the work: \_\_\_\_\_

Address of the project in complaint: \_\_\_\_\_

Is project in progress now or is it finished? \_\_\_\_\_

Nature of Complaint: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*If more room is needed please feel free to add extra pages*

### *Information About Person Making The Complaint*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Office Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_

What is your relationship to the Contractor you have a complaint about? Ex: owner of project, competition, supplier etc.

\_\_\_\_\_

\_\_\_\_\_  
*Signature of person making complaint*

Investigator

Residential

Commercial